

Minnesota Department of Public Safety
Office of Justice Programs (OJP), Crime Victim Services
445 Minnesota Street, Suite 2300
St. Paul, Minnesota 55101-1515
1-888-622-8799

Request for Proposals
Tribal Reservation-based Crime Victim Services
Due June 7, 2016

Description

Purpose

The purpose of this Request for Proposals (RFP) is to solicit applications for funding for direct services to crime victims on Tribal reservations in Minnesota.

Grant Term

Applicants may apply for the 12-month grant period of October 1, 2016 to September 30, 2017. It is anticipated successful applicants may apply for renewal applications in the subsequent 3-4 years until the next competitive grant process.

Application Deadline

Applications must be submitted using the web-based E-grants system by **4:00 p.m. on Tuesday, June 7, 2016**. Plan to submit the application well before the deadline so any technical problems can be addressed. No paper submissions will be accepted. E-grants will not accept applications after 4:00 p.m.

Eligible Applicants

Federally recognized American Indian Tribal Governments in Minnesota are eligible to apply, as well as the Minnesota Indigenous Women's Society (Redwood Area Foundation), a non-profit agency funded specifically to provide direct services to domestic and sexual violence victims on two Tribal reservations.

Funds Available

Approximately \$3 million is available in state and Federal funding to address the needs of crime victims served by Tribal reservation-based direct service programs. Grant awards will cover a broad range of funding levels. A significant portion of the awarded funds will be U.S. Dept. of Justice, Victims of Crime Act (VOCA) funding which has specific requirements outlined further in this RFP. There is no match requirement for these funds.

Supplanting

Funds may not be used to replace state, local or other public funds that would otherwise be available for the same purpose. Grant funds must be used to increase the total amount of public

funds used to support services to crime victims. In other words, if applicants are currently providing services to crime victims that are paid for by another funding source, funds cannot be used to pay for these same services UNLESS the current funding source is ending.

Use of Volunteers

VOCA funds require grantees to use volunteers. Volunteers may be trained to provide direct services or to perform other administrative duties that contribute to the program's ability to serve crime victims. A victim service related volunteer job description(s) is requested in this RFP (see Application Component F-4 for more information, including how to obtain a waiver on this requirement, if needed).

Program Activities

Direct services for crime victims are organized by type of crime victimization because services vary depending on the needs of victims impacted by different crimes. *OJP Program Standards* define the minimum services that must be offered to crime victims in order to receive funding. By agreeing to abide by the program standards that correspond to the services for which you are applying, you are confirming you will provide those services in full (or will directly connect victims to others providing those few services you cannot provide.) To view the standards: <https://dps.mn.gov/divisions/ojp/grants/Pages/crime-victim-services-programs-funded.aspx>

All applicants will be responsible for planning and implementing services according to the *General and Administrative Standards*. These are in E-grants with the application materials.

Types of Program Standards:

Domestic Violence Shelter
Domestic Violence Community Advocacy
General Crime – community based
General Crime – government based
Parenting Time Center (PTC) or Supervised Visitation
Sexual Assault
Therapeutic Intervention for Children & Youth

OJP expects grantees to strive for program policies, practices and services to victims that adhere to best practices. For more information see: *Best Practices Guidelines for crime victim services*: <https://dps.mn.gov/divisions/ojp/forms-documents/Documents/CVS/BestPracticesGuidelinesCurrent.pdf>.

Upcoming RFPs for Pilot Projects

1. During 2017, if Federal and state funding remains stable, OJP plans to release a 2-year VOCA Pilot Project RFP to test innovative models of service delivery. Some potential ideas include:
 - Child Advocacy Center mobile unit
 - Attorney-based legal services expansion
 - Mobile unit for advocacy services in metro-based homeless shelters

- Tele-medicine sexual assault nurse examiner (SANE) exams or pediatric-SANE exams
 - Prison Rape Elimination Act (PREA) initiatives
2. Child Advocacy Center start-ups will have an opportunity to apply during summer 2016, for a total of \$400,000 in state funding appropriated for creating new CACs. These are 1-year grants starting Oct. 1, 2016. Call Marcia Milliken, Executive Director, Minnesota Children's Alliance, at 612-615-4605 for more information.

Application Process

All applications must be submitted via E-grants, the OJP online grants management system, at <https://app.dps.mn.gov/egrants/>. **NOTE: When ready to submit your application, click on "View Status Options" from your Grant Menu and then click on "Apply Status" under the *Application Submitted* option.** (If you fail to do this your application won't actually be submitted.) For assistance submitting your application or navigating through the application, you should reference the Grantee/User Manual by clicking on the *Training Materials* link at the top of most E-grants screens.

To establish a new user account if you do not already have one, click on the purple "New User" option in the login box in the upper right corner of the E-grants homepage and fill out the profile. E-grants User Guides can be found on the OJP Grants webpage at:

<https://dps.mn.gov/divisions/ojp/grants/Pages/default.aspx>

TECHICAL ASSISTANCE

- **For questions regarding the application, please call:**
Chris Anderson, Office of Justice Programs, Minnesota Department of Public Safety:
chris.anderson@state.mn.us or 651-201-7302.
- **For questions regarding the E-grants online submission process, please call:**
1-800-820-1890 or helpdesk@agatesoftware.com
- **Frequently Asked Questions (FAQ):**
An FAQ document will be updated weekly with responses to questions received about the application, up until the June due date. Access the FAQ on the OJP website:
<https://dps.mn.gov/divisions/ojp/forms-documents/Documents/CVS/CVST17FAQ.pdf>

Application Components

The following will be addressed in the E-grants application:

- A. Applicant Form
- B. Terms and Conditions / Grant Program Guidelines / OJP Grant Manual
- C. General and Administrative Standards

- D. Program Standards
- E. Narrative
- F. Application Attachments
 - 1. Agency Budget
 - 2. Certifications
 - USDOJ Certifications
 - EEOP Certification
 - Civil Rights Training
 - 3. Volunteer Job Description(s)
 - 4. Additional Statutory Requirements for Domestic Violence Shelters (if applicable)
 - 5. Federally Approved Indirect Cost Rate (if applicable)
- G. Budget

A. Applicant Form

Applicants will input directly into E-grants information such as the authorized representatives, tax identification numbers and other identifying information. This will be the cover sheet of the application.

B. Terms and Conditions / Grant Program Guidelines / OJP Grant Manual

As part of submitting this application in E-grants you agree to the Terms and Conditions and the Grant Program Guidelines. These address State requirements such as worker's compensation and data privacy, and Federal requirements such as civil rights and affirmative action. In addition, grantees agree to follow the [OJP Grant Manual](#) which provides basic information on policies and procedures for grant administration. By agreeing to these you are certifying you have the authority to make these commitments. Please print and review these documents with the appropriate agency staff prior to submitting the application in E-grants. These documents become by reference part of the formal grant contract agreement.

C. General and Administrative Standards

Check off these standards in E-grants, signifying your organization meets or has a plan for meeting all *General and Administrative Standards* by September 30, 2017.

D. Program Standards

Check off in E-grants the Program Standards that correspond to the funding for which you are applying, indicating you will follow and fulfill these standards. (i.e., *Domestic Violence Community Advocacy Program, General Crime, Sexual Assault, etc.*).

E. Narrative

Address the following (1 through 4) in a *Microsoft Word* document with 1 inch margins, single spaced, with a 12 point font size. When ready to submit, upload the narrative in E-grants. To assist application reviewers, please use the numbered headings and sub-headings (in bold); and follow the page guidelines provided.

1. **Organizational Capacity: 2-3 pages** (30 points)

a. **Needs Statement:**

Please provide information on the demand and unmet need for crime victim services on your reservation. This could include the types of services requested but not able to be provided due to lack of advocacy staff time, the numbers of victims and services provided in the past year, and anecdotal information about the need for your program services.

b. **Collaboration:** Identify your main collaborative partners in doing victim service work, and explain how your collaborative efforts improve the response to crime victims. Collaborative partners could include the criminal justice system, other crime victim agencies, other Reservation community programs, hospitals, housing, social services, schools, etc.

2. **Expansion and Unmet Needs: 2-3 pages** (30 points)

- a. Clearly explain what expansion is needed to address unmet needs you have described above in 1.a.
- b. Number the expansion ideas and prioritize them with the most important being #1.
- 1) Include type of crime victim services (domestic violence, sexual assault, etc.).
 - 2) If the need is for staff, include the full-time equivalent (FTE).
 - 3) Provide the budget impact that includes major expenses.

Example of type of information to include:

1. Hire 2 new full-time sexual assault advocates (salary & fringe, computer/phone, mileage, training = \$95,000)
2. Expand domestic violence services (.75 FTE advocate salary & fringe, office rental, office supplies/furniture, computer/phone, mileage = \$55,000);
3. Expand current services to child/youth specific programming (.75 FTE advocate salary & fringe, mileage, phone, sub-contract with child therapist = \$49,000.)

Note: these figures should correspond to figures on your proposed budget in E-grants.

3. **Community Outreach: 1 page** (20 points)

- a. **Activities:** Explain the outreach activities, community events and/or training events you will engage in to build awareness of your services in your community in the upcoming year.
- b. **Support:** Provide ideas for ways to strengthen the community support (financial and otherwise) for your program.

4. **Evaluation: 1 page** (10 points)

- a. **Process:** Describe how you will obtain feedback about your services from the people you serve.
- b. **Tools:** Describe the evaluation tools you will use to gather feedback.

- c. **Barriers:** Describe any barriers you think you may experience in obtaining evaluation feedback.
- d. **Using Feedback:** Describe your process for using feedback to improve your program and services.

For assistance on conducting evaluation, see the Wilder Research Program Evaluation Tip Sheets: <https://dps.mn.gov/divisions/ojp/grants/Pages/program-evaluation.aspx>.

F. Application Attachments

1. Agency Budget

- **For Tribal Government-based applicants:** Upload a copy of your total annual budget for *crime victim service activities only*.
- **For Non-profit:** Upload a copy of your organization's total annual budget (from your most recent, board approved budget). Please indicate the percentage of the total annual budget that is dedicated to crime victim services and related activities.

2. Certifications:

Recipients of federal funding are required to sign and upload these certifications found in E-grants:

- USDOJ Certifications
- EEOP Certification
- Civil Rights Training – Awarded applicants are required to watch a PowerPoint presentation and upload a signed acknowledgment form. This is an annual requirement.

3. Volunteer Job Description(s)

VOCA funds require the use of volunteers as a component of crime victim services work. Upload a victim service related volunteer job description(s). This could be a paragraph describing the duties of various volunteer positions and titles if you do not have formal job descriptions. If using volunteers is prohibited in your agency due to confidentiality or entirely not possible, submit an explanation of your need for a waiver on this VOCA requirement. (Waivers are granted internally by OJP and are not submitted to OVC.)

4. Additional Statutory Requirements for Domestic Violence Shelter Programs

As required by Minnesota Statutes section 611A.32, subd. 2, if you are applying for shelter funding, upload up to 5 documents to address the following:

- Your total domestic violence program operating budget.
- The domestic violence program's operating reserve.
- A list of board restrictions on the current reserve, including purpose and amount.
- A list of all funding received in the last year and all funding anticipated for the coming year for your domestic violence program.
- A description of your domestic violence program's ability to provide culturally and

linguistically appropriate services.

5. Federally Approved Indirect Cost Rate (if applicable)

A copy of your approved rate documentation needs to be uploaded into E-grants.

G. Budget (10 points)

Input budget directly into E-grants. Directions are available in the *Training Materials* link on most E-grants screens. Budget line items include: Personnel, Payroll Taxes & Fringe, Contract Services, Travel, Training, Equipment, Office Expenses, Program Expenses, Direct Client Assistance, and Other Expenses. (Not all line items need to be used.) Applicants must budget, in accordance with the *Budget Allocation Guide*, as much of their award as possible under the “VOCA-eligible” budget column. Only the expenses that are not VOCA-eligible should be entered into the “Other” column. For all applicants (excluding emergency domestic violence shelters), no more than 20% of your entire budget can be in the “Other” column. The *Budget Allocation Guide (VOCA)* can be found on the budget entry form in E-grants and at: <https://dps.mn.gov/divisions/ojp/forms-documents/Documents/CVS/BudgetAllocationGuideVOCA.pdf>

Budget considerations include:

- The budget covers a one-year period from Oct. 1, 2016 – Sep. 30, 2017.
- All expenses must be itemized and allowable.
- Calculations should be provided for all budget amounts (e.g., staff travel: 60 miles roundtrip to court building x 8 trips/month x 12 months x \$0.54 per mile = \$3,110).
- Round figures to the nearest dollar.
- Funding may be used to supplement but not supplant state and local government funds.

1. Indirect Cost Rate

Applicants have a choice:

- a. Use their federally approved indirect cost rate and submit a copy to OJP with the application.
- b. Use a 10% indirect cost rate for costs not normally broken out by program; federal funding allows up to a 10% indirect cost rate for any grantee that has never received a federally approved indirect cost rate, of Modified Total Direct Costs (MTDC). MTDC excludes equipment, rental costs, participant support costs (Direct Client Assistance), and the portion of each subaward and subcontract in excess of \$25,000.
- c. Budget expenses in the applicable budget categories.

“Indirect costs” should be entered under “Other Expenses,” in the short description box on the budget document. Applicants must provide a detailed list of the expenses that are included in their indirect cost amount, and these expenses may not be included elsewhere in the budget. The same applies to those using their federally approved rate.

2. Direct Client Assistance

Applicants may budget funds for expenses incurred in assisting crime victims. Funds may be entered in both the “Other” column and the “VOCA-eligible” column. For allowable and unallowable expenses see *Budget Allocation Guide* or Attachment A: *Direct Client Assistance vs. Reparations*. Expenses that would be eligible under a Crime Victim Reparations Claim (and the crime has been reported to law enforcement) should be avoided. Staff should assist crime victims with filing a reparations claim instead. (Note: Grantees will upload receipts for expenses in this budget line, with every Financial Status Report – FSR submission.)

Attachment A

The RFP includes the following attachment:

- A. Direct Client Assistance vs. Reparations: A Quick-Guide in Assisting Crime Victims with Financial Needs

Application Review Process

This is a competitive application process. Review teams will read and rate applications according the following scale:

Organizational Capacity	30 points
Expansion and Unmet Needs	30 points
Community Outreach	20 points
Evaluation	10 points
Budget	<u>10 points</u>
TOTAL POINTS	100 points

Reviewers will be asked to rate each application based on the information provided in response to the RFP and the clarity, substance and strength of the case made for funding. To see the score sheet: <https://dps.mn.gov/divisions/ojp/forms-documents/Documents/CVS/CVST17ScoreSheet.pdf>

A 2nd level staff review will consider geographic distribution and budget analysis. Final decisions will be made by the Commissioner of Public Safety and applicants will be notified of grant awards by August 1, 2016.

Any appeals should be submitted in writing by August 15, 2016, to Raeone Magnuson, Executive Director, MN Office of Justice Programs, 445 Minnesota St., Suite 2300, St. Paul, MN 55101.

Post Award Requirements

- **Grant contract process.** After being selected for funding, OJP staff will work with the applicant to negotiate a final budget. The formal grant contract will be initiated, signed

by grantee and OJP, and fully executed. It is then a legally binding agreement. Grant agreements not signed and returned within 30 days of receipt may be canceled.

- **Administrative capacity and risk assessment review.** All awarded grantees will need to have an administrative capacity and risk assessment review completed by OJP staff before the grant becomes operational.
- **Training.** Grantees may be required to attend new OJP grantee orientation training.
- **Progress Reporting.** Grantees will be required to submit narrative reports and data in a prescribed manner and cooperate with statewide evaluation efforts. Grantees will also submit reports using the web-based VOCA Performance Measurement Tool (PMT).
- **Grant payments.** This is a cost reimbursement grant. Grantees will only be paid for eligible expenses (after the grant contract is fully executed) that are incurred and are consistent with the negotiated budget. Non-profit agencies may request a one-month's cash advance at the beginning of the grant period.
- **File Documents.** If selected to receive funding, the applicant must submit, or already have on file at OJP, the most current version of the following documents prior to the issuance of a grant contract (if applicable):
 - Independent Audit for the 2 most recent years
- **OJP Grant Manual.** Grantees agree to follow the OJP Grant Manual as part of the application process. The manual is a resource for how OJP manages grants and covers topics such as grant administration policies, program modification policies, general accounting requirements, etc.
<https://dps.mn.gov/divisions/ojp/grants/Documents/grant%20manual%20current.pdf>

Right of Cancellation

The State reserves the right to cancel this solicitation if it is considered to be in its best interest. The State reserves the right to negotiate modifications to the application or to reject any and all applications received as a result of this Request for Proposals. The State will not award a grant contract solely on the basis of an application made in response to this request, or pay for information solicited or obtained as part of this process.